



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.20

Subject: Searches In DCS Community Residential Facilities

Supersedes: DCS 27.20, 12/01/02

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

A handwritten signature in cursive script, reading "Sheila P. Miller", is positioned to the right of the "Approved by:" label.

Effective date: 07/01/98

Revision date: 05/01/04

Application

To All Department of Children's Services Community Residential Facility Employees and Youth

Authority: TCA 37-5-106

Policy

Thorough, unannounced, authorized searches of youth, youth property, youth living areas, or other areas of the facility shall be conducted frequently and no less than once per month to ensure the safety and security of the facility, youth, and employees.

Procedures

A. Types of searches 1. Purposes

The supervisor may authorize a search to locate contraband or missing or stolen property.

2. Types of searches allowed:

- a) **Room or area search:** thorough inspection of a house, a room, or any other area, and of items and furniture therein.

- b) **Frisk:** a search of the person during which the youth is not required to undress (also known as a “pat down”).

B. Restrictions**1. Respect for youth**

- a) Employees conducting a search must avoid unnecessary force or embarrassment to a youth whose person and/or belongings are being searched.
- b) Employees must not use searches of a youth or his/her property as a form of harassment or punishment.

2. Room or area search

- a) After a search, the employee(s) must leave a youth's room as it was found.
- b) Employees must respect the personal property of youth and must not willfully discard, break, or misplace it.
- c) A youth may be allowed to witness the search, provided he/she does not interfere.

3. Frisk search

Employees may conduct a frisk search in any part of the facility, excluding closets and bathrooms.

C. Refusal to be searched**Disciplinary action**

Youth refusing any type of search may be subject to disciplinary action.

D. Contraband**1. Applicable policy**

Employees must handle all contraband discovered during a search in accordance with DCS Policy [27.21, Contraband](#).

2. Weapons and explosives

Any weapons or explosives confiscated must be reported to the AOD immediately who must notify Internal Affairs.

E. Documentation

The employees conducting a search of any type must document the search on the permanent facility log Form CS-0298, *Daily Log* including:

- ◆ Date,
- ◆ Time,
- ◆ Type of search, and
- ◆ Initial of the employees who conducted the search.

F. Notification

Each facility must post a printed sign informing all persons that they are subject to search in a noticeable location at the entrance/exit of the facility.

Forms

CS-0298 Daily Log

Collateral Documents

None

Standards

ACA 3-JCRF-3A-12

DCS Practice Model Standard – 8-306